

LECLAIRE FIRE DEPARTMENT (LCFD) COMMUNITY ROOM

RESERVATION POLICIES

RES. #03-217

AMENDED: NOVEMBER 17, 2003

1. To reserve the LCFD Community Room or check availability, call 289-4242 ext.2.
2. Reservation forms may be picked up at the LeClaire City Hall, or from the web site www.leclairfire.com.
3. Reservations may be made no earlier than one year prior to the date of use, and may be reserved for the entire day (7:00 a.m. to 12:00 midnight). Additional hours may be allowed upon request and are subject to the fee schedule shown below. **The room will NOT be available on Tuesdays after 4:00 p.m. or during any times reserved for elections.**
3. All parties may reserve and utilize the LCFD Community Room under the following fee structure:

2 Hours	\$ 60.00
3 Hours	\$ 85.00
4 Hours	\$110.00
5 Hours	\$135.00
6 Hours or longer equals a "full-day"	\$200.00
4. Residents may reserve the LCFD Community Room by filling out the attached application form and submitting the form and appropriate fee to City Hall. A refundable damage deposit of \$300.00, written on a separate check, must be submitted to the City no later than thirty (30) days prior to the scheduled time of use and will be held until such time as they are notified to release said deposit by the LeClaire Firefighters Association. If a self-addressed stamped envelope is provided the deposit check will be returned, otherwise it will be disposed of. Reservations will become effective when the reservation form and the applicable fees and deposits are remitted to the City. Anyone reserving the LCFD Community Room shall be at least 18 years of age. Proof of age may be requested. Cancellation of a reservation with less than 30 days notice will result in a \$50.00 cancellation fee. All parties are required to pay the rental fees and damage deposit, unless otherwise provided for herein.
5. State and local governmental organizations ONLY will be exempt from reservation and damage deposit fees. All other groups, organizations, and individuals will be required to submit any and all fees as listed herein.
6. Current, active members and retirees in good standing of the LeClaire Firefighter's Association (formerly the LeClaire Holding Company) may reserve and utilize the LCFD Community Room one time during any twelve (12) month period for free. The refundable damage deposit must be submitted to the City and held until approved for release by the President of the Association. Any additional reservations by current or past members will be subject to the standard terms and conditions as specified herein.
7. Reservations by the general public are on a first come, first serve basis.
8. **Please respect our tobacco free policy. No smoking is allowed within the facility.**
9. Alcoholic beverages (beer and wine products only) are allowed on the premises per City, County and State laws.

If alcoholic beverages are to be served:

- All coolers, kegs etc. must be stored/served in the kitchen area only. **No ice chests or water coolers will be allowed outside of the kitchen area.**
 - Beer, Wine, and Wine Coolers only are allowed. **No other forms of alcoholic liquors are allowed!**
10. No pre-day set-up will be allowed. No: nails, tacks, tape, staples, or glue will be allowed on the walls and/or ceilings.

11. The person renting the LCFD Community Room shall be responsible for basic clean up. Remove all trash, decorations, food, etc. from the facility. All trash must be bagged, and placed in the outside dumpster with the lids closed. (Although we would appreciate leftovers, we are a volunteer department, and they would probably spoil before we had a chance to use them.)
12. Please respect our personal belongings. We have supplies in the cabinets and refrigerator for our own use. **"Please do not use or borrow"**
13. If you use any of our cooking utensils, silverware, pots & pans, etc., please wash and dry, and return them to their proper places. You may use our commercial "Bun" coffee maker, but **you must supply your own commercial filters and coffee.**
14. The telephones are for **EMERGENCY use ONLY! If you require assistance during your event, please call 563-289-6044, leave a detailed message, and a firefighter will be paged.**
15. You must notify us at the time of rental if you will need: (1) the use of the stove/oven and grill. (2) the quantity of tables and chairs. These items must be placed in the room prior to your rental; **you will not have access to the storage area later if you should need more!** Property of the LeClaire Fire Department shall not be used without prior permission.
16. You are entitled to do a walk through inspection of the room prior to your rent time to note any pre-existing damages. The person or entity that rents the LCFD Community Room shall be responsible for any damage that may occur to the facility and/or surrounding area during the time that the LCFD Community Room is rented. **You will be held responsible for any damages during your rental period, some or ALL of your deposit may be forfeited in the event of any damage, and the City reserves the right to collect any damages above and beyond the damage deposit.**
17. Outdoor BBQ grills are permitted, but must be used on the concrete areas only, and the smoke/fumes must be directed away from the building. **The use of a grill under any overhang is not permitted at any time.**
18. Animals will not be allowed in the LCFD Community Room at any time. (ADA work and police/fire dogs are exempt).
19. The person or entity that rents the LCFD Community Room shall be responsible for the actions of all persons attending the activity during the time that the facility is reserved.
20. All persons reserving and/or utilizing the LCFD Community Room shall at all times adhere to the rules, regulations and laws of the LeClaire Firefighters Association, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.
21. All persons renting and/or utilizing the LCFD Community Room shall to be considerate of the neighboring residences. Please restrict your outside activities after 8:00 p.m.
22. The rights and obligations associated with the reservation and utilization of the LCFD Community Room are limited solely to the person(s) or group(s) reserving the facility and are not transferable.
23. **When you have removed all of your belongs and trash, turn off all lights, lock the front double doors from the inside and exit through any of the side doors, they will lock behind you.**

Parking is NOT allowed, for any reason, in front of ANY of the garage doors at any time!

"LCFD COMMUNITY ROOM USER(S)"

**"RESERVATION & HOLD-HARMLESS AND
WAIVER OF LIABILITY AGREEMENT"**

The following party hereby requests to reserve the LCFD Community Room:

<hr/>		<hr/>	
(Print Name)		(Print Address)	
<hr/>		<hr/>	
(Home Phone) (Cell Number)		NO YES (If "yes" provide City's alcoholic beverage policy (Will alcoholic beverages be served?)	
<hr/>		<hr/>	
From Until (Time of Reservation)		(Date of Reservation)	(Number in Attendance? 132 MAX)
<hr/>		<hr/>	
(Specify Primary Activity For Which Room is to be Reserved)		YES NO (Stove, Oven and Grill use?)	
<hr/>		<hr/>	
6' tables needed? (6 available) _____		8' tables needed? (12 available) _____ Chairs needed? (132 available) _____	
Fee Schedule:			
2 Hours \$ 60.00			
3 Hours \$ 85.00			
4 Hours \$110.00			
5 Hours \$135.00			
6 Hours or longer \$200.00			
Total Fee Due _____ Date Paid _____ Receipt # _____ Deposit # _____ By _____			
\$300.00 Deposit (Due 30 days prior) Date Paid _____ Receipt # _____ By _____			

The above-listed party hereby agrees to the following:

1. I (we) agree to immediately reimburse the City for any damages in excess of the deposit amount that may occur to the LCFD Community Room and/or surrounding area arising out of the use of the LCFD Community Room and/or surrounding area during the time that the LCFD Community Room is reserved. We further agree and understand that any and/or all of the damage deposit associated with this rental may be forfeited in the event of any damage occurring to the said facilities
2. I (we) shall be responsible for the actions of all persons attending the activity during the time that the LCFD Community Room is reserved.
3. I (we) shall at all times adhere to the rules, regulations and laws of the LeClaire Firefighters Association, City of LeClaire, and the State of Iowa which govern such activities and/or use of said public property.
4. I (we) understand that any representative of the LeClaire Firefighter's Association or the City of LeClaire may enter and inspect the area at any time during the rental period.

Further, the above-listed party and any person(s) claiming through or under the undersigned and any respective sureties, covenant and agree to protect, indemnify, and hold harmless the LeClaire Firefighters Association, the City of LeClaire, Iowa, its departments, agents, employees, and assigns from any and all actions, claims, demands for damages, expenses, (including attorney's fees), or liability of any kind or nature whatsoever, which may be occasioned by or arising out of any accident or other occurrence causing or inflicting injury and/or damage to any person(s) or injury and/or damage to property, which may result from the use of the LCFD Community Room and the surrounding grounds.

DATED THIS THE _____ DAY OF _____, 20____. X _____
(Signature of Requesting Person, Group or Corporation)

(S.S. #) (D.O.B.)

- PLEASE KEEP A COPY OF THIS RESERVATION FORM AND HAVE IT AVAILABLE WITH YOU ON THE DAY(S) WHEN YOU ARE SCHEDULED TO RESERVE THE LCFD COMMUNITY ROOM.
- THE LECLAIRE POLICE DEPARTMENT WILL BE NOTIFIED OF YOUR RESERVATION AND WILL BE PROVIDED WITH A COPY OF THIS FORM.
- THE CITY OF LECLAIRE AND/OR THE LECLAIRE FIREFIGHTER'S ASSOCIATION RESERVE THE RIGHT TO TERMINATE THIS RESERVATION AND THE RIGHTS CONFERRED HERewith AT ANY TIME.